

**Commonwealth of Kentucky**  
**Equal Employment Opportunity Coalition**  
**E-Newsletter**  
**October 10, 2008**

Good Afternoon EEO Coalition Members,

I want to update you on developments from the Personnel Cabinet and the EEO Coalition committees. The following contains relevant and useful information on upcoming training, conferences and regulatory updates.

1. Please be reminded the next **EEO Coalition Forum** is scheduled for Friday, **October 31<sup>st</sup>, 9:00 a.m. – 12:30 p.m.** at the **Transportation Cabinet** in room C-117. This particular forum promises to be informative as well as educational. Please watch for upcoming details via email.
2. **Sexual Harassment Train-the-Trainer** was conducted September 17<sup>th</sup> for EEO Coordinators. On **October 17<sup>th</sup>**, there will be an **Anti-Harassment** training session (see schedule below) open for all state employees. If you have employees who have been recently hired and have not been through Anti-Harassment training, I would recommend this class for them.

<u>Date</u>	<u>Audience</u>	<u>Title</u>	<u>(GSC) Rm</u>	<u>Time</u>
10/17	State Employees (capacity 30)	Anti-Harassment (Classroom)	539	9am – 12pm
11/12	State Employees (capacity 30)	Sexual Harassment (Classroom)	536	9am – 12pm

3. **Reminder:** Beginning **November 3, 2008, Anti-Harassment on-line training** will be available for all Commonwealth of Kentucky employees. The purpose of the on-line training will be to provide agencies with an avenue to train multiple employees throughout the Commonwealth without having to incur travel costs and help minimize disruptions to the agency operation. Coordinators will receive a rotation schedule from our office that indicates when your respective cabinets are eligible to register for training. We hope this will help to provide a more efficient process. In order to enroll participants EEO Coordinators should do the following:

- Contact your cabinet/agency training liaisons with designated employee or department name(s) and requested training date (according to the rotation schedule).
- The training liaison will then **Waitlist** people for the class.
- Jamille Smith (GSC) will change the employee status to enrolled.

- Participants will be enrolled on a first come first serve basis.
  - As indicated in the course syllabus participants will have (2) days to complete the training.
  - The Office of Diversity & Equality will run a weekly status report of the employees that have completed the course.
  - If you have questions please contact either Arthur Lucas at [arthurb.lucas@ky.gov](mailto:arthurb.lucas@ky.gov) or Jamille Smith (GSC) [jamille.smith@ky.gov](mailto:jamille.smith@ky.gov).
4. As we intend to implement a process for annual training of all state employees, we are asking EEO Coordinators to help coordinate the completion of on-line Anti-Harassment training for as many of your employees as possible by **May 2009** (excluding those who have completed instructor – led training since April 2008). We understand this will be a huge undertaking, but are confident that working together we can coordinate this effort.

## 5. Free ADA Training

ADA Coordinators attached is a link that will allow you to sign up for “Free ADA training through webcast registration. Once you click on the link it will provide you with all the details of how to register, date, time and title of each class. Thanks to Yvette Smith for sharing this useful resource!

<http://www.jan.wvu.edu/webcast/Register/index.htm>

6. Many of you have inquired about changes to the **Affirmative Action Quarterly Report** format. Please be advised the current format is still under review and we will not request any changes for the remainder of 2008. If you have not submitted your quarterly report(s), we ask that you do so by **December 15, 2008**.

## 7. Disability Employment Awareness Month (October)

In 1945, in an effort to assist disabled veterans. Congress designated the first week of October as National Employ the Physically Handicapped Week. In the 1970’s, a historic shift in disability public policy occurred. For the first time, the exclusion of people with disabilities was viewed as discrimination. The efforts of disability activists led to significant changes in laws, such as the passage of the Americans with Disabilities Act in 1990 and the designation of a full month to recognize the potential of America’s 30 million working-age people with disabilities. The Office of Diversity & Equality, on behalf of the Personnel Cabinet, recognized Disability awareness Month with an informational display at the EEO Conference. We will continue the month’s recognition with historical facts and additional information highlighted on the Personnel Cabinet website beginning Monday, October 13<sup>th</sup>.

## 8. Personnel Cabinet’s Hispanic Heritage Month Celebration (September)

In celebration of Hispanic Heritage Month, in conjunction with the Personnel Cabinet's **Pathways to Progress "Walk the Talk"** program at the Historical Society, the Cabinet hosted **"Salsa Day"**. The day featured Salsa dancing by Cathya Beard from Zumba Kids in Lexington and "the Best Salsa in Town" competition. Clinton Morris and Jeff Hockensmith were recognized by the contest judges for their "Some Like it Hot" and "El Salsa Amigos" salsa recipes.

## **9. Personnel Cabinet's Office of the Secretary Communications**

September 10, 2008, a regulation (**Removal of Written Reprimands - 101 KAR 1:335**) amendment enacted by the Personnel Board now provides a current employee or former employee the opportunity to petition for removal of a written reprimand from the individual's official personnel file. (see attached)

September 19, 2008. In 1988, the United States Congress enacted the Anti-Drug Abuse Act (41 U.S.C.A. §§701-707) which requires recipients of federal funds to certify that they have met requirements designed to promote a drug-free workplace. In compliance with this Act, and at the direction of the Governor, all state employees are to be notified. (see attached)

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### **EEOC News**

**EEOC Launches Anti-Discrimination PSA's Featuring Jazz Great Wynton Marsalis:**

**<http://www.eeoc.gov/psa/marsalis.html>**

**September 3, 2008: EEOC Address Performance and Conduct Issues under the Americans with Disabilities Act:**

**<http://www.eeoc.gov/press/9-3-08.html>**

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If you have any concerns or suggestions regarding this communication, or the EEO Coalition committees, I encourage you to contact me at [arthurb.lucas@ky.gov](mailto:arthurb.lucas@ky.gov).

Thank you,

Arthur Lucas  
State EEO Coordinator